

MINUTES

BOARD / COMMISSION: Fire and Police Commission

DATE: August 27, 2018

MEETING: Regular

CALLED TO ORDER: 4:00 PM

QUORUM: Yes

ADJOURNED: 5:50 PM

ATTENDANCE:

MEMBERS: Chairman Meyers
Secretary Peters
Commissioner Kozak

ALSO PRESENT: Police Projects Coordinator Bob Acton
Glen Ellyn Assistant Village Manager Bill Holmer
Glen Ellyn Detectives Sergeant Jim Munson

CALL TO ORDER

The meeting was called to order at 4:00 PM in The Community Room of the Glen Ellyn Police Station by Chairman Meyers. A quorum was present

APPROVAL OF MINUTES

Chairman Meyers moved that the minutes of July 23, 2018 be approved as printed. The motion carried.

OLD BUSINESS

Secretary Peters reported the information obtained from John Broihier regarding how similar written tests must be to combine applicants from two different points in time on the same Eligibility List. John Broihier is the attorney for the Illinois Board of Fire and Police Commissioners Association. His opinion is the tests must be competitive, meaning that the same, or similar, tests be administered to both testing groups

Bob Acton updated the Board on the status of the two most recent Police Officer candidates who are expected to begin the Police Training Institute on September 16 after officially being hired on September 12. He also updated us on the status of the most recent hire who is in Field Training.

Bob Acton reported that entry-level Police Officer testing will be held on September 18 at Western Illinois University in Macomb in conjunction with a job fair being held at the university.

It was noted by Bill Holmer that money for costs associated with entry-level Police Officer testing comes out of the Human Resources budget of the Village. The Board re-iterated its desire and intention to conduct entry-level testing at least once each year.

Discussion was held regarding requirements for Police Officer candidates to have proof of having passed the POWER test at the time of application, and at the time of attending the police academy. The discussion will continue at the next meeting of the Board.

Jim Munson presented a "Letter of Rejection Criteria" document outlining the circumstances under which a detective may suspend a background investigation on a candidate and notify the Board of that suspension. The notification to the Board would be in writing and the Board would reply in writing about whether to discontinue the applicant or to move forward with the rest of the applicant's background investigation.

Member Kozak moved that the "Letter of Rejection Criteria" document be attached to the current meeting minutes with the expectation that any future changes to the document would result in the revised document being attached to the minutes of the meeting when the changes are made. Yeas: Commissioner Kozak. Nays: Commissioner Meyers, Commissioner Peters. The motion failed.

It was decided that the document will serve as an administrative guideline for detectives conducting background investigations. As laws change, or as particular criteria become of greater or lesser concern over time, the Board will receive a written notification about these changes from the Police Department. The Board will respond to each notification, in writing, about how the document should be modified. The changed document will then continue to serve as an administrative guideline for detectives conducting background investigations. The document covers the following areas of potential candidate disqualification: Honesty/ Falsification, Criminal Activity, Family and Domestic Relationships, Personal Associations, Drug Use, Employment History, Traffic, Gambling, Applicant non-responsiveness, and other factors that would affect his/ her functioning as a police officer.

Jim Munson provided an outline of what an abbreviated background investigation would involve. This brief background will be used by the Board in conducting an initial oral interview with applicants. If a candidate shows good potential based on the initial interview and background, the detectives will be directed to complete a full background investigation. In the event the Board chooses not to move forward with a candidate following the initial interview, the hiring process will be discontinued thereby saving considerable time for the detective who will not need to complete a full background investigation. The Board will pursue this process for upcoming candidate evaluations.

NEW BUSINESS

Discussion was held concerning the inclusion of Village Administrative personnel in Police Officer job interviews conducted by Board members in Executive Session. No decisions were made. It is expected that further discussion on the topic will be had in upcoming meetings.

OTHER BUSINESS

The next scheduled meeting of the Board of Fire and Police Commissioners will be a Regular Meeting at 4:00 PM on September 10, 2018 in the Glen Ellyn Police Station

ADJOURNMENT

Member Kozak moved to adjourn the meeting at 5:50 PM. The motion carried.

Submitted by Commissioner Wes Peters, Secretary